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23 December 1988

MEMORANDUM FOR: Chief, Planning Staff, OL

FROM:

Chief, Printing and Photography Group, OL

SUBJECT: First Quarter Significant Accomplishments

REFERENCE: Memo for C/P&PG OL fm C/PS/OL, undtd, SUBJECT:  
"Reminder of Current and Future Planning  
Requirements," OL 4130-88

1. In accordance with your request for a list of significant accomplishments which have occurred during the first quarter FY-89, the Printing and Photography Group (P&PG) has reviewed this time period and selected the following items for submission:

#### TRANSITION PUBLICATION

On 15 November, P&PG completed the "President-Elect Transition Papers Update." This job consisted of 22 leather bound copies containing 33 maps, 69 graphics, 71 photos and 70 pages of text. An additional 200 copies of each of the 12 sections were printed and bound with individual covers.

#### OMAN MAPS

A total of 45 maps were printed by P&PG in support of a Directorate of Intelligence, Current Production and Analytical Support request (DI/CPAS). These maps, the largest being 38x50 inches, were requested for official presentation

#### PUBLICATIONS

P&PG is again printing the 14 volume Congressional Budget Justification Books (CBBJ). The 14 volumes include one new volume, the "Security Evaluation Office." The printing deadline is scheduled for early January to coincide with the President's Budget to Congress.

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OL 11092-88

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The fall edition of the "Studies of Intelligence" was printed by P&PG for the Office of Training and Education.

COPIER MANAGEMENT PROGRAM

Members of the Copier Management Program (CMP) met with representatives of the Office of Logistics, Agency Contracts Group (OL/ACG), Office of Finance, Accounts Payable Operations Group (OF/APOG) and Xerox Corporation to review a billing error. Xerox acknowledged an error in which they billed the Agency for \$58,945.87 to be paid out of FY-87 contracts. Based on the information that was presented at this meeting, Xerox agreed to nullify the invoicing error. One additional FY-87 contract payment issue was discussed and presented to Xerox which may result in further credit to the Agency.

Following the September (FY-87) implementation of the enhanced Agency Copier Management Program, P&PG implemented an Agency-wide copier supply program this quarter. This program insures that copier supplies are kept restocked at all copier sites and paper is restocked at local supply rooms. A single telephone number provides all program information and services.

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The CMP performed 350 copier actions this quarter including installations, replacements, etc.

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REVISED PRODUCTION AGREEMENT

P&PG has agreed on a 30 day test basis to revise its production agreement with the Foreign Broadcast Information Service (FBIS) on their Daily publications. A new total of 560 pages was agreed upon which equates to 528 pages total for the eight Daily books and 32 pages total for two Annexes. FBIS will provide P&PG two of these books each day at a time early enough for them to be on the press by 1500 hours. All Annexes must be printed in 16 page booklets to facilitate printing on the web press. The previous total page count was 480 with no restrictions on the number or size of Annexes.

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NEW EQUIPMENT

P&PG received delivery of an Autologic APS-6 typesetter this quarter. The implementation of the APS-6 will provide a second hardware configuration for typesetting graphics and allow current production hardware to accept Postscript software language.

The second Datagraphix XR Computer Output Microfilm (COM) recorder system was received in P&PG this quarter. This equipment is part of the program to upgrade and replace P&PG's aging microfilm hardware. Initial Operating Capability (IOC), scheduled for early second quarter, is awaiting completion of the vendor's 3M-to-Datagraphix software conversion package.

During this quarter P&PG put the following new equipment into production service: a Lawson Gergek MC-5 Programmer which provides computerized control of motorized paper cutters; and a Kirk-Rudy labeler/printer for use in dissemination.

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VIDEOTAPE SUPPORT

P&PG provided videotape support to the Donovan Statue Ceremony which was held in the Original Headquarters Building main entrance foyer on 26 October. Former DCI's Richard Helms and William Colby were in attendance.

FACILITIES RENOVATION

During this quarter, three phases of the P&PG Main Plant renovations have been completed. Included in these phases was the enlargement and refurbishing of the conference room and reconfiguration and renovation of the Plans, Programs and Systems Staff area. Work continues on the renovation of the cafeteria between the major phases.

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2. For additional information please contact [redacted]  
on [redacted]

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